

Two years of experience performing paralegal duties....

Paralegal typical tasks include but are not limited to:

- Prepare affidavits or other documents, such as legal pleadings and correspondence.
- Organize and maintain documents in paper or electronic filing system.
- Drafts discovery documents.
- Prepare for trial by performing tasks such as organizing exhibits.
- Prepare legal documents (e.g., briefs, pleadings, appeals, wills, contracts)
- File pleadings with court clerk
- Gather and analyze research data (e.g., statutes, regulations, decisions, legal articles, documents)
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine cause of action and to prepare cases.
- Direct and coordinate law office activity, including service of subpoenas.
- Meet with clients and other professionals to discuss details of case.
- Coordinate with law enforcement and judicial entities for administrative purposes.
- Coordinate with witness(es) to testify at hearing and/or trial.
- Keep and monitor legal volumes to ensure that law library is up-to-date.